

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 800 INMATE PROGRAMS AND ACTIVITIES	SUPERSEDES: AR 854 (07/10/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 854 PRISON INDUSTRIAL PROGRAMS	EFFECTIVE DATE: 09/06/03

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PURPOSE

To set forth guidelines for the operation of Prison Industries with in the Department.

To aid in the development of responsible work habits and skill.

To reduce operating costs of the Department to the greatest extent possible through profitable programs.

To maintain an insignificant effect on existing jobs within the State of Nevada.

AUTHORITY

NRS 209.131
NRS 209.151
NRS 209.459
NRS 209.461
NRS 209.4813
NRS 209.4814
NRS 209.4815

RESPONSIBILITY

The Assistant Director for Industrial Programs (AD/IP) is responsible for the administration and enforcement of all policies and regulations of industrial and agricultural programs for employment of offenders involved in Prison Industry programs.

The Warden shall be responsible for the daily administration and oversight of Prison Industry programs within their facility.

DEFINITIONS

DEPARTMENT – The Nevada Department of Corrections.

DIRECTOR – The Director of the Nevada Department of Corrections.

APPLICABILITY

This regulation applies to all Department employees and inmates in facilities housing Prison Industry programs.

PROCEDURES

854.01 PRISON INDUSTRIES

1.1 The AD/IP shall have the authority and accountability for the implementation of all policies, procedures and activities related to Prison Industries (PI) programs.

1.1.1 The Warden of the institution/inmates involved in PI programs will be consulted prior to implementation of a significant modification/change of the program.

1.1.2 The Wardens will acknowledge safety and security issues.

1.1.2.1 Any expenditure of Prison Industry's funds requested by the Warden will require prior approval of the AD/IP.

1.1.2.2 The prison Industries Supervisor II(s) shall participate in staff meetings with the Warden and other program staff.

1.2 Staff training will be provided to all full-time Prison Industries employees and will include both technical and industrial practices and correctional policies and procedures.

1.2.1 This training includes 80-hours in the first year of employment. An additional 40-hours of training will be provided annually.

1.2.1.1 Prison Industries Administrative Staff, including the Assistant Director and the Administrative Services Officer, will receive at least 40-hours additional training each year. This training will cover administrative and management theory and practice with emphasis on industrial applications, labor law, employee-management relations, the interaction of elements of the criminal justice system and fiscal management.

1.3 Discrimination based on an inmate's race, religion, national origin, sex, disability or political views for inmate employment in the Prison Industries program is prohibited. **(3-4265)**.

1.3.1 Prison Industries staff will make decisions regarding the employment of inmates in Prison Industries and their separation based upon work performance.

1.3.2 The initial classification committees will re-evaluate the inmate's security risk prior to any individual to be eligible or remain eligible for industries work assignments.

1.3.3 Refer to the Department's Administrative Regulation 525.

1.4 Internal administrative and operating procedures from Prison Industries to implement the guidelines set forth in Administrative regulations will follow the format of the Department's Administrative Regulation 105.

1.5 NRS 209.4813 provides for the establishment of a Committee on Industrial Programs. NRS 209.4814 outlines the duties of this Committee.

1.6 The prison Industries Mission is:

- To reduce government operating costs, provide inmates with skills necessary to successfully re-enter society, and to enhance the safe operations of correctional facilities.

1.7 NRS 209.4815 authorizes the Director to establish a procedure for the emergency purchase of supplies, materials, or equipment for industrial and agricultural programs in institutions of the Department with money dedicated for that purpose.

1.7.1 No such purchases may be made without prior permission of the Administrator of the Purchasing Division of the State's Department of Administration.

1.7.2 The provisions of NRS, Chapter 333 do not apply to those emergency purchases.

1.7.3 The following procedure shall apply:

1.7.3.1 The Assistant Director/designee in conjunction with the Administrator of the Purchasing Division of the State Department of Administration shall determine if the conditions of emergency have been met.

1.7.3.2 The Administrator of the Purchasing Division will advise the Department's Prison Industries Division whether to proceed with a direct purchase or submit a D-10 that will be expedited to meet delivery timetable needs.

1.7.3.3 If direct purchase authority is received, the supervisor will be so notified to complete a confirming On-line Purchase Requisition that will include the name of the authorizer and date of authorization received from Purchasing. The justification will be included in the On-line Purchase Requisition.

1.7.3.4 The supervisor will obtain price quotes from at least three vendors and maintain a log of these contacts.

1.7.3.5 The direct purchase will be made on the basis of timely delivery, product cost and customer specifications.

1.7.3.6 The vendor will be instructed to send the invoice directly to State Purchasing Division.

REFERENCES

ACA Standard 3-4265

ACA Standards for Correctional Industries 1.1.7, 1.1.9, 1.1.11, 1.1.12, and 1.1.13.

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.